

RESTRICTED
Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 40-3 11 September 1953

SUBJECT: Requests for Reproduction and Distribution

1. The OTR Reproduction Request Form (sample attached) will be used for requesting reproduction and/or distribution service. The completed form in single copy will be forwarded with the approved draft of the material to the Editorial and Reproduction Section, Training Aids Branch.

2. Division and Staff Chiefs are authorized to approve the request form.


MATTHEW BAIRD
Director of Training

STATINTL

Distribution: All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

SECRET

OTR REPRODUCTION REQUEST

TO: Editorial and Reproduction Section
Room 212, R&S Building

DATE _____

Service Required	X	Size	No. of Copies	Print	X	Disposition of Stencil	X
Ditto				One side		Return	
Mimeograph				Two sides		Retain	
Thermofax				Tumble head		Destroy	
Offset Print							

_____ Standard distribution for this type of issuance. _____ Special distribution as follows: _____ If CIA distribution schedule (as outlined in CIA Regulation #5-110) is required, indicate accordingly:	Color of paper	
	Completion date	
	No. of copies to requestor	
	Security classification of material	

REMARKS:

FROM: _____ BLDG. _____ RM. _____ EXT. _____

(NAME)

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